U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-04-02

To:	NRC Management Directives Custodians
Subject:	Transmittal of Management Directive 10.43, “Time and Labor Reporting”
Purpose:	Management Directive (MD) and Handbook 10.43, “Time and Labor Reporting” (formerly titled “Time and Attendance Reporting”), have been revised to incorporate changes resulting from new labor reporting requirements and the implementation of the PeopleSoft Human Resources Management System (HRMS) time and labor system. The MD includes the roles and responsibilities of employees, timekeepers, time and labor coordinators, and approving officials. The directive is retitled to include labor reporting requirements for the NRC. The handbook is updated to include use of the HRMS and to provide agency standard procedures for time reporting and approval. Because of the extent of the revision, no change bars are included.
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OFFICE OF ADMINISTRATION

Part:	2	Position Evaluation and Management, Pay Administration, and Leave
Directive:	10.43	Time and Labor Reporting
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Time and Labor Reporting

Directive 10.43

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Time and Labor Reporting
Directive 10.43

Policy
(10.43-01)

It is the policy of the U.S. Nuclear Regulatory Commission that recorded time be detailed as necessary for preparing payroll salaries and expenses, assessing NRC fees and reimbursements, supporting budget formulation and execution, interacting with the core accounting system, and supporting managerial and financial cost accounting reporting. (011)

Time and Attendance Reporting (012)

- For NRC policies regarding hours of work, premium pay or leave, refer to NRC Management Directives (MDs) 10.42, "Hours of Work and Premium Pay"; 10.46, "Credit Hours"; and 10.62, "Leave Administration." (a)

- Time is reported in 15-minute increments, meeting any minimum or maximum reporting requirements noted in the above-mentioned management directives. (b)

- The system for capturing and processing time and labor data is the NRC Human Resources Management System (HRMS). The HRMS consists of Human Resources, Payroll, and Time and Labor (T&L) modules and is the agency's system of record. It is the electronic repository for most of the Office of Human Resources' (HR's) official employee records, is used

Policy

(10.43-01) (continued)

to collect and approve time worked and the tasks performed, and generates the biweekly payroll. The HRMS interfaces with other critical agency systems such as fee billing, cost accounting, and the standard general ledger. (c)

- Time is reported in the HRMS using predefined time reporting codes (TRCs). The list of TRCs can be located on the NRC HRMS internal Web site. (d)

- NRC MD 4.1, “Accounting Policy and Practices,” specifies the responsibilities and liabilities of the employee, the timekeeper, and the approving official. Each of these parties is subject to appropriate disciplinary action for negligent or improper performance of duties. However, for any conduct of a criminal nature, Title 18 of the United States Code prescribes fines, imprisonment, or both for willfully and knowingly (not accidentally) making, presenting, or conspiring to make or present any false claims against the United States Government. Time and labor reporting constitutes a claim against the United States Government. (e)

Labor Reporting (013)

- Government-wide cost accounting standards require the NRC to (1) accumulate and report costs in a manner useful to managers; (2) segment programs to match costs with outputs (e.g., planned accomplishments); (3) report costs in general purpose financial reports; and (4) assign costs to outputs. The Chief Financial Officers Act of 1990, the Government Performance and Results Act of 1993, and the Federal Financial Management Improvement Act of 1996 mandate cost management requirements. As a result, NRC is required to identify labor hours expended to derive the costs associated

Policy

(10.43-01) (continued)

with carrying out NRC's mission. By capturing labor hours by NRC's planned accomplishments, such data serve as a foundation for developing cost information. Labor costs will be used as a tool for making better informed decisions about resource expenditures and costs associated with performing various activities in a cost-effective and efficient manner. (a)

- For purposes of this management directive, labor reporting policy is provided in two areas: (1) labor reporting for mission-related activities and (2) labor reporting for non-mission-related activities. (b)

  – *Labor Reporting for Mission-Related Activities*: Mission-related time will be recorded in the T&L system by NRC staff who support the programmatic objectives of the agency. It is NRC's policy that labor hours be recorded in the T&L system, at a minimum, to an activity assigned to a planned accomplishment (i.e., the programmatic objectives of the agency). Employees will record their time spent on the mission-related activities they are performing irrespective of the office to which they are assigned. Time recorded for the purpose of assessing NRC fees or other reimbursements must be recorded at a level of detail sufficient for recovering billable time. See MD 4.6, "License Fee Management Program," and MD 4.2, "Administrative Control of Funds," Part VIII. (i)

  – *Labor Reporting for Non-Mission-Related Activities*: Non-mission-related time does not directly contribute to the programmatic objectives of the agency. This time is generally administrative in nature, incidental to carrying out NRC's mission, but is integral to conducting business at the NRC. Time spent not directly attributable to meeting the

Policy
(10.43-01) (continued)

programmatic objectives of the agency will be recorded using the list of approved Administrative Codes provided on the NRC HRMS internal Web site. (ii)

- Time spent by managers (section chiefs and above) and secretaries and clerical staff in the agency will record time to the appropriate activity code in the T&L system for Management/Supervision or Secretarial/Clerical in the list of approved Administrative Codes. Time spent by managers and secretaries will not be recorded to a mission-related activity, even if the manager or secretary can identify the specific planned accomplishment. (c)

- Time spent in travel (commuting to and from the destination) that is considered hours of work will be reported to the activity requiring the travel. (d)

Objectives
(10.43-02)

- To provide a T&L system of collecting time and labor data demonstrating affirmative evidence that employees are entitled to either their normal pay or to a greater or lesser amount by showing the number of hours in duty attendance and absence. (021)

- To ensure that suitable records of time absent from duty and causes of absences are recorded in the T&L system as well as on related records in support of pay entitlement. (022)

- To provide a system of collecting and reporting employee labor hours allocated to meet the agency's program and performance objectives. (023)

Objectives
(10.43-02) (continued)

- To provide a system of collecting and reporting employee time and labor data for assessing NRC fees and other reimbursements. (024)

- To provide a system of collecting and reporting employee time and labor data for labor cost distribution performed in NRC's cost accounting system. (025)

- To provide managerial and financial cost reporting and reconciliations. (026)

- To provide record retention. (027)

Organizational Responsibilities and Delegations of Authority
(10.43-03)

Chief Financial Officer (CFO)
(031)

- Establishes, reviews, and enforces financial management and internal control policies and standards for the T&L reporting system and processes. (a)

- Directs, manages, and provides policy and procedures for the reporting of time and labor. (b)

- Ensures compliance with applicable accounting standards and principles as well as financial information and system functional standards for the T&L reporting system. (c)

Organizational Responsibilities and Delegations of Authority
(10.43-03) (continued)

Office Directors and Regional Administrators
(032)

- Ensure separation of assigned duties for recording time and labor and certifying the correctness of such information. (a)
- Ensure that procedures in each reporting unit provide for the timekeeper to have positive knowledge of the daily presence or absence of an employee. (b)
- Ensure that time and labor for employees under their jurisdiction is recorded in accordance with the requirements of this directive. (c)
- Ensure that all employees are aware of their responsibilities for verifying that all leave taken and hours worked and distributed to activities have been accurately recorded in the T&L system. (d)
- Ensure that approving officials are aware of their responsibility to verify the accuracy of T&L data reported for employees on leave or in a travel status. (e)
- Ensure that all employees receive appropriate training necessary to exercise their duties in accurately reporting and validating time. (f)
- Furnish the payroll office with— (g)
  - The names of individuals designated to approve the accuracy of T&L data. (i)

Organizational Responsibilities and Delegations of Authority
(10.43-03) (continued)

Office Directors and Regional Administrators
(032) (continued)

– The names and locations of timekeepers and T&L coordinators and their alternates designated to maintain the T&L records. (ii)

Director, Division of Financial Services (DFS), OCFO
(033)

- Trains and advises all NRC staff on the proper procedures for reporting and approving T&L data. (a)
- Maintains current files of designations for timekeepers, approving officials, and T&L coordinators. (b)
- Processes payroll on the basis of the hours in pay status certified in the T&L system. (c)
- Maintains leave records and leave accounting reports (or such modifications of these records), which may be prescribed by the Comptroller General of the United States or the Office of Personnel Management. (d)
- Maintains T&L records for use in preparation of fee billing, managerial, and financial cost accounting reports for internal and external use. (e)
- Serves as the liaison between offices utilizing T&L data and provides governance in the proper use of T&L data by NRC organizations. (f)

Organizational Responsibilities and Delegations of Authority
(10.43-03) (continued)

Director, Division of Financial Services (DFS), OCFO
(033) (continued)

- Conducts periodic reviews of T&L processes to ensure proper application of policy, procedures, and management controls. (g)

- Designates an Agency T&L Coordinator. (h)

Applicability
(10.43-04)

The policy and guidance in this directive and handbook apply to all NRC employees except Presidential appointees. (041)

Refer to the "Collective Bargaining Agreement Between U.S. Nuclear Regulatory Commission and National Treasury Employees Union" for additional guidance applicable to bargaining unit employees. (042)

Handbook
(10.43-05)

Handbook 10.43 provides detailed requirements and instructions for T&L reporting in the T&L system. It also includes the detailed guidance on the responsibilities of employees, timekeepers, approving officials, and T&L coordinators and a list of contacts for assistance.

References
(10.43-06)

Chief Financial Officers Act of 1990, Pub. Law 101-576 (31 U.S.C. 501-506, 901-903, 3512(a), 3521, and 9105-9106).

Federal Financial Management Improvement Act of 1996, Pub. Law 104-208 (31 U.S.C. 3512 et seq.).

Government Performance and Results Act of 1993, Pub. Law 103-62 (5 U.S.C. 306 and 31 U.S.C. 1115 et seq.).

Federal Accounting Standards Advisory Board (FASAB), Statement of Federal Financial Accounting Standard (SFFAS) No. 4, “Managerial Cost Accounting Concept and Standards,” July 31, 1995.

General Accounting Office’s Policy and Procedures Manual for Guidance of Federal Agencies, Chapter 3 of Title 6.

Joint Financial Management Improvement Program, Human Resources & Payroll System Requirements, 1999, SR-99-5.

<u>Nuclear Regulatory Commission</u>

“Collective Bargaining Agreement Between U.S. Nuclear Regulatory Commission and National Treasury Employees Union,” October 5, 2001.

NRC Management Directives

4.1, “Accounting Policy and Practices.”

4.2, “Administrative Control of Funds.”

4.3, “Financial Management Systems.”

References

(10.43-06) (continued)

4.6, “License Fee Management Program.”

10.42, “Hours of Work and Premium Pay.”

10.46, “Credit Hours.”

10.62, “Leave Administration.”

14.1, “Official Temporary Duty Travel.”

NRC Announcements

Announcement No. 62, “Time and Labor Reporting for Software Development Projects,” dated September 22, 2000.

Announcement No. 24, “Credit Hours,” dated March 28, 2002.

Announcement No. 41, “Employees’ Roles and Responsibilities — Human Resources Management System,” dated May 21, 2002.

Announcement No. 82, “NRC’s Privacy Act Systems of Records and Employee Responsibilities,” dated December 16, 2002.

Time and Labor Reporting

Handbook 10.43

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Part I
Overview

Purpose of the Time and Labor (T&L) System (A)

The Human Resources Management System (HRMS), consisting of Human Resources, Payroll, and Time and Labor (T&L) modules, is the NRC's system of record. The HRMS is the electronic repository for most of the Office of Human Resources' (HR's) official employee personnel records and is part of the agencywide integrated financial and resource management system. (1)

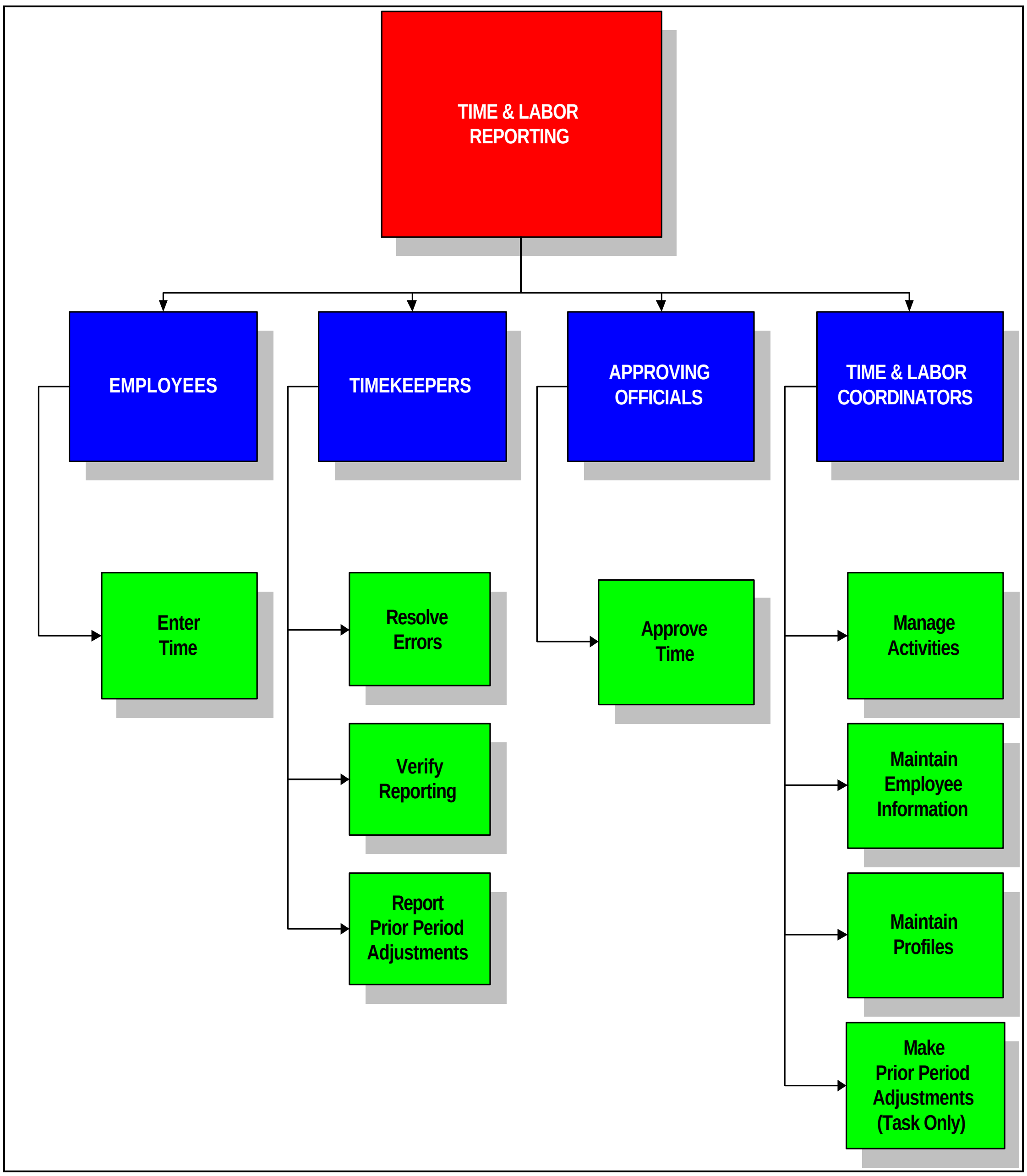
The T&L module established a single-entry vehicle providing the mechanism to accurately record hours worked by activity code as well as employee absences each pay period. Employee T&L data captured by the T&L module are used for preparing payroll, fee billings, budget formulation and execution, and project, resource, financial, and cost management. (2)

Within the T&L system, employees enter time and attendance and labor data online. Timekeepers, approving officials, and T&L coordinators also provide support to the T&L system. The role of timekeepers and T&L coordinators is to assist employees with the time entry and approval process. The T&L system includes an online tutorial feature to assist employees, timekeepers, and approving officials in entering, verifying, processing, and approving time. (3)

This handbook is not intended to provide guidance on NRC's HR policy regarding hours of work, premium pay, or leave. Refer to NRC Management Directives 10.42, "Hours of Work and Premium Pay"; 10.46, "Credit Hours"; and 10.62, "Leave Administration"; for these policies. (4)

The chart on the following page illustrates the NRC T&L process. (5)

Purpose of the Time and Labor (T&L) System (A) (continued)



NRC T&L Process

Responsibilities (B)

The following is a summary of the responsibilities for employees, timekeepers, T&L coordinators, and approving officials. Detailed discussions are contained in Parts III through VI of this handbook.

Employees (1)

All NRC employees are responsible for submitting NRC Form 707 (or equivalent), “Hours of Work Request” (available on InForms), to identify or update their work schedules. Any updates will normally be submitted before the beginning of the pay period in which the change will become effective. T&L coordinators use NRC Form 707 as the basis for updating employee enrollment data in the T&L system that is also used to validate time reported by the employee. Employees are responsible for—

- Obtaining training on the T&L system. (a)
- Adhering to NRC’s time and labor policy and guidelines to properly report T&L hours. (b)
- Contacting the T&L coordinator for any new assignment that requires a new activity code be added to their time entry profile. (c)
- Identifying any new work that requires a new activity be established in accordance with office or license fee policy. (d)
- Recording their hours accurately and in a timely manner against assigned activities and attesting to the accuracy of the time reported by signing the Summary Approval Report (SAR). (e)
- Correcting any time entry errors during the current pay period. (f)

Responsibilities (B) (continued)

Employees (1) (continued)

- Seeking approval for leave requests, overtime requests, and credit hour work/plans, as prescribed in NRC MDs 10.42, 10.46, and 10.62. (g)

- Ensuring their leave balances are accurate. (h)

- Recording time spent on the development phase of an information technology (IT) software project. See NRC Announcement No. 062, dated September 22, 2000, “Time and Labor Reporting for Software Development Projects.” (i)

- Attesting to the accuracy of the time reported as stated in Chapter 3 of Title 6 of the General Accounting Office’s Policy and Procedures Manual for Guidance of Federal Agencies. (j)

Timekeepers (2)

Timekeepers serve as the functional interface to provide coordination between the employees and the NRC Payroll Services Team. The timekeepers play a critical role in ensuring that the time and attendance is recorded and approved in accordance with NRC policy, any problems are resolved, and the overall time entry and approval process is facilitated. Timekeepers are responsible for—

- Notifying payroll and the T&L coordinator of any new, transferred, departed, or retired employees in their designated T&L unit(s) by submitting NRC Forms 696, “Time and Labor Designation,” and 697, “Time and Labor Unit Change,” which are available on InForms. (a)

- Assisting employees with time entry, resolving time entry errors, and ensuring that employees input their time on a timely basis each pay period. Advising new employees of training information, such as the HRMS online tutorials. (b)

Responsibilities (B) (continued)

Timekeepers (2) (continued)

- Facilitating the processing of time reported by employees, such as executing batch processes and viewing HRMS reports to detect and correct current pay period errors and coordinating the review, approval, and submission of corrections to current and prior pay period records. (c)

- Reviewing, printing, and distributing the SARs (Exhibit 1) to employees for signature and approval and maintaining the official hard copies of approved employee time and other documentation. (d)

- Maintaining complete and accurate official time entry records and supporting documentation and ensuring that T&L data are protected from disclosure, alteration, or loss. (e)

Approving Officials (3)

Approving officials must have knowledge of the work schedule, work assignments, and hours of each employee in their T&L units to ensure that time and labor information recorded in the HRMS is complete and accurate. Approving officials are responsible for—

- Possessing knowledge of agency time and labor policy guidelines. (a)

- Reviewing, signing, and approving the employees' SARs, indicating that the total time and the distribution of hours to activities are correct. Ensuring that employees sign the SAR either before final approval or upon the employee's return to the office to verify the accuracy of reported hours. (b)

- Performing approval in the HRMS of employees' time and the distribution of hours to activities as recorded in the T&L system. (c)

Responsibilities (B) (continued)

Approving Officials (3) (continued)

- Approving, using the appropriate forms as required, any employee requests, for example, leave, overtime, premium hours, work schedules, credit hour plans/work, and so on, and ensuring that appropriate documentation is available to support the SAR. (d)

- Reviewing, signing, and approving all SARs containing prior period adjustments. (e)

  – Corrections within 2 weeks: Prior period adjustments will be identified for correction within 2 weeks after the close of the pay period. (i)

  – Corrections of more than 2 weeks, but not more than 6 weeks: Prior period adjustments within 6 weeks from the close of the pay period being adjusted must be communicated to payroll or the T&L coordinator (for task-only adjustments) via a memorandum from the approving official. (ii)

  – Corrections of more than 6 weeks: Prior period adjustments of more than 6 weeks from the close of the pay period being adjusted must be communicated to payroll with the signature of the office director or the regional administrator. (iii)

  – Corrections that require the signature of an approving official or an office director or a regional administrator must identify the previously reported time, the correct time, and a justification for the changes needed. The above timelines have been established to encourage prompt notification of required changes in previously reported and approved T&L data. (iv)

Responsibilities (B) (continued)

Time and Labor (T&L) Coordinators (4)

T&L coordinators are responsible for the overall management of the T&L system for their office. T&L coordinators are responsible for—

- Ensuring that necessary internal office procedures are in place to facilitate time entry. (a)

- Administratively managing and communicating labor reporting policy and procedures for the office. (b)

- Updating employees' work schedules and preassigned activity lists to accommodate employee time entry and to facilitate proper editing of reported time by the T&L system. (c)

- Updating employee time entry profiles with their assigned list of activities. (d)

- Processing task-only prior period adjustments. (e)

Privacy Act Statement (C)

Privacy Act (1)

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to NRC using the online NRC T&L system. This information is maintained in a system of records designated as NRC-21 and described in the *Federal Register* notice published on August 20, 1990 (55 FR 33981), or the most recent *Federal Register* publication of the NRC's "Republication of Systems of Records Notices," which is available at the NRC Public Document Room.

Privacy Act Statement (C) (continued)

Authority - 31 U.S.C. 66a (2)

Solicitation of the social security number is authorized under Executive Order 9397, dated November 22, 1943, and NRC MD 10.43.

Principal Purposes (3)

The information gathered using the online HRMS T&L system is obtained to record hours worked and hours absent from duty (for example, to reflect leave or compensatory time used) for use in payroll, fee billing, resource tracking, and managerial and financial cost accounting. The social security number is used for computer processing of this information.

Routine Uses (4)

The information gathered using the online HRMS T&L system may be used for statistical purposes in the preparation of budget transmittals to the Office of Management and Budget. The information may also be disclosed to an appropriate Federal, State, or local agency in the event the information indicates a violation or a potential violation of law or in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate Federal, State, or local agency to the extent relevant and necessary for an NRC decision or to an appropriate Federal agency to the extent relevant and necessary for that agency's decision about the individual.

Whether Disclosure Is Mandatory or Voluntary and the Effect on an Individual for Not Providing Information (5)

Disclosure of the information is voluntary, including the social security number. However, if the information is not furnished, a payroll check cannot be issued.

Privacy Act Statement (C) (continued)

System Manager's Address (6)

The system manager's address is as follows:

Office of the Chief Financial Officer
U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001

Part II
System Security and Navigation

System Security (A)

Because of the sensitivity of the data contained in the Human Resources Management System (HRMS) Time and Labor (T&L) system, users must comply with the following guidance relating to the access of, and the control of, information generated by this system. Each user is personally responsible for the security of the time and labor data they handle and process. Time and labor data require protection from disclosure, alteration, and loss. (1)

In addition to the user identifications and passwords needed to access other NRC computer systems, each employee will be issued a unique T&L user identification and password. The system will automatically require a change to the T&L password every 90 days. Employees may change their password more frequently. (2)

A user identification is associated with each approving transaction. Users are personally responsible for all transactions attributed to user identification. Therefore, passwords must be safeguarded and must not be shared with or divulged to **<u>anyone</u>**. (3)

Multiple unsuccessful password log-on attempts may prohibit system access. (4)

Users will not leave a logged-on terminal unattended. Users will log off when processing is completed. The T&L system will log off a user after an established period of inactivity. (5)

Discard all printed reports and screens in waste containers designated for disposal of classified or sensitive material. (6)

Navigation (B)

Detailed instructions on the navigation of the T&L system can be found in the HRMS T&L system online tutorial. (1)

NOTE: The data reflected in the T&L system online tutorial are to be used to teach system functionality. These instructions provide examples to demonstrate how to use the system features and will not be used to interpret NRC time, attendance, or labor policy. (2)

To access the tutorial, please follow these steps: (3)

- Click the “START” button at the lower left corner of your personal computer (PC). (a)
- Scroll up the menu bar to “AgencyWide.” (b)
- From the drop-down list, choose “HRMS.” (c)
- From the “HRMS” drop-down list, choose “HRMS Tutorial.” The tutorial will take a moment to load. (d)

Once loaded, the tutorial will provide a screen describing the system’s objectives; it will then allow users to access directions on how to use the tutorial or perform exercises for time input or approval. (4)

NOTE: The HRMS tutorial may also be accessed by opening the “AgencyWide” folder on your desktop, then opening “HRMS,” and then selecting “HRMS Tutorial.” (By dragging the HRMS tutorial icon to the desktop, users can access the tutorial by double-clicking on the HRMS tutorial icon.) (5)

The HRMS tutorial can be accessed by CITRIX users by clicking on the icon provided. (6)

Part III
Employee Responsibilities

Overview (A)

The Time and Labor (T&L) system is used by all NRC employees to record their time to assigned activities on a daily basis. In order to input time into the T&L system, employees are responsible for establishing and updating their work schedules and coordinating new activities with their T&L coordinators. Employees are also responsible for recording their daily time accurately and in a timely manner against assigned activities. For time, such as leave, overtime, and credit hour plans/work, employees must obtain approvals and submit the appropriate NRC forms with the recorded time. To provide documentation supporting time entered into the T&L system, employees are required to attest to the accuracy of the reported time by signing the Summary Approval Report (SAR) (see Exhibit 1). Employees are also responsible for the timely identification of prior period adjustments and coordinating these adjustments with their timekeeper.

Obtaining Training (B)

New employees or employees who have been designated as timekeepers, approving officials, or T&L coordinators must obtain training before accessing the T&L system. Training for timekeepers is required before security access to the system can be granted.

Establishing and Updating Work Schedules (C)

NRC Form 707, "Hours of Work Request" (1)

Employees are responsible for establishing their initial work schedules at the beginning of a pay period. To do this,

Establishing and Updating Work Schedules (C) (continued)

NRC Form 707, "Hours of Work Request" (1) (continued)

employees must submit an original NRC Form 707, "Hours of Work Request" (available on InForms), approved by their supervisors, submitted to their T&L coordinator to establish or to change work schedules in the T&L system. Any change in work schedule requires the submission of a new form, normally before the beginning of the pay period in which the change will become effective. Employees' time reported is validated in the T&L system on the basis of the approved work schedule. (a)

Employees do not need to submit an NRC Form 707 when temporarily changing their compressed work schedule (CWS) day off or 8-hour workday for a single pay period. Changing an employee's CWS day normally occurs when an employee's normal CWS day falls on a holiday. (b)

Other Approvals (2)

Employees are responsible for obtaining other prior approvals, for example, credit hour plans, overtime, or leave. Additional required approvals and documentation are described in NRC Management Directives 10.42, "Hours of Work and Premium Pay"; 10.46, "Credit Hours"; and 10.62, "Leave Administration."

Establishing and Updating Work Activities (D)

New Activity Code (1)

Employees are required to identify new work. To establish a new activity in T&L, the lead employee (i.e., the technical reviewer, the project or task manager) or the primary contact for a work activity is responsible for contacting the T&L coordinator. The lead employee for a work activity is responsible for requesting the

Establishing and Updating Work Activities (D) (continued)

New Activity Code (1) (continued)

establishment of activity codes in sufficient time to allow other employees to record their labor hours in the T&L system and for working with the T&L coordinator to ensure that the activity is associated with the proper mission-related planned accomplishment. Any activities created must be properly managed and closed when the activity is completed. Employees will adhere to their internal office policy when requesting the establishment of new activities as this function may vary in each office on the basis of fee billing or management reporting requirements. For more information on creating a new activity, contact the office T&L coordinator.

Time Entry Profiles (2)

The employee's T&L profile will include all activity codes assigned to the employee. Employees are responsible for coordinating the addition of any new activity code with the T&L coordinator in order for the new activity to be added to their T&L profile. When time is entered online, the T&L system provides a listing of assigned activity codes for ease of time entry. (a)

For new employees, the supervisor is responsible for assigning work activities and coordinating with the designated T&L coordinator the establishment of a time entry profile. If employees have questions about reporting time to a specific activity, they will consult their supervisor or contact the T&L coordinator. (b)

Time entry profiles are updated weekly to simplify data entry for employees; however, if an activity code does not appear on the time entry screen for the employee, the activity code can be accessed and the time recorded. If employees do not have a list of activities appearing for daily time entry, or if the activities listed are incorrect, contact the T&L coordinator for resolution. (c)

Entering Daily Time (E)

Employees are required to record hours accurately and in a timely manner. It is recommended that employees enter time daily. Time must be recorded in 15-minute increments (tenths of an hour) (see Exhibit 2, “HRMS Time Increments”). Employees must enter time by classifying hours according to a Time Reporting Code (TRC) and assigning the hours to activity codes established in the T&L system. TRCs are used to specify the type of hours being charged, such as regular, overtime, holiday, annual leave, sick leave, or compensatory time. When recording time by TRC, the employee must adhere to minimum or maximum hourly requirements. Refer to the appropriate management directive: MDs 10.42, 10.46, or 10.62. Activity codes are used to specify the type of work performed, such as general administration, management supervision, secretarial or clerical, financial management, licensing and inspection activities, or other planned accomplishment related to the mission of the organization. The T&L system’s data entry screen provides access to a list of TRCs and activity codes. (1)

All time must be approved in the T&L system by 3 p.m. on the Monday following the end of a biweekly pay period, unless otherwise directed by payroll to accommodate early submission of approved time because of the holidays. To meet this deadline, timekeepers will coordinate a time entry schedule with employees that will provide sufficient time for system processes to be run and for time to be approved. When timekeepers establish a time entry deadline for the pay period, employees will not access or change time after the deadline. (2)

For employees on unscheduled extended leave, including extended leave without pay (LWOP), timekeepers will enter time for employees in accordance with the appropriate LWOP personnel action or “Request for Leave or Approved Absence,” OPM 71 (available on InForms). (3)

Entering Daily Time (E) (continued)

The T&L system allows employees to report time in the current pay period and in future pay periods. Employees who will be in training or on leave can enter time in advance of those days they will be absent from the office. CITRIX also provides access to the T&L system for employees who need access for reporting time from other locations. (4)

The T&L online tutorial provides employees with detailed procedures for employee time entry. Part II(B), "Navigation," of this handbook provides directions for accessing the tutorial. (5)

Correcting Current Period Errors (F)

Every evening, the T&L system executes processes designed to analyze and validate employees' time and labor input. Examples of time validation include checking for the proper recording of total hours by day, week, and biweekly pay period; checking the correct recording of holiday and premium time; checking for invalid activity codes; and checking data against leave and other compensation rules. If errors are noted, the T&L system will provide an error indicator online that corrections are needed on the monthly time panel. Employees will review the monthly time panel for error indicators and immediately make corrections online in order to minimize corrections at the end of a pay period. (1)

Timekeepers may notify employees with errors in reported time for the current period. Employees are responsible for making corrections to reported time in accordance with the time entry deadline established by their timekeeper. The Error Message Job Aid is located on NRC's Human Resources Management System (HRMS) internal Web site. (2)

Reviewing and Approving Time Reported (G)

When all employee errors have been corrected, the timekeepers will provide each employee with a SAR listing the time the employee reported for the pay period by date, TRC, and activity (see Exhibit 1). (1)

Employees must sign the SAR and attest to the accuracy of recorded time in the T&L system. If an employee makes additional changes, the employee must notify the timekeeper, who will provide a revised SAR for signature. After the employee signs the SAR, it will be returned to the timekeeper. The signed SAR must be accompanied by all supporting documentation, including overtime approval forms (NRC Form 145, “Request and Authorization for Irregular or Occasional Overtime or Compensatory Time”; available on InForms); credit hour plans/work (NRC Form 710, “Credit Hour Plan and Certification”; available on InForms); leave request forms (OPM 71, “Request for Leave or Approved Absence”; available on InForms); advanced leave request memorandums; jury duty/subpoenas for court leave; orders for military leave; and so on. Refer to the appropriate management directive (e.g., MDs 10.42, 10.46, and 10.62) regarding required approvals and additional documentation. (2)

If the timekeeper enters time for an absent employee, the employee will attest to the hours reported for the period by signing the SAR with the attached supporting documentation upon returning to the office. Approving officials will not sign the employee signature line on the SAR on behalf of the employee. (3)

Reporting Tools (H)

Employees may print their reported time in a report. The T&L online tutorial provides directions for accessing and printing reports in the “Time Entry Job Aid” located on NRC’s HRMS

Reporting Tools (H) (continued)

internal Web site. The Earnings and Leave Statements from pay period 24/01 through 23/03 are available in HRMS. Statements starting with pay period 24/03 may be obtained by accessing the Employee Express Web site at www.EmployeeExpress.gov.

Identifying and Correcting Prior Period Time (I)

Responsibilities (1)

Employees are responsible for the timely identification of prior period adjustments. (a)

There are two types of prior period adjustments: (1) normal adjustments are those that adjust total hours or hours charged to a TRC and (2) task-only adjustments are those that adjust hours between recorded tasks, that is, activities. All adjustments will be coordinated with the employee's timekeeper. (b)

Correcting Time via the Summary Approval Report (2)

Employees must notify their timekeeper to initiate a prior period adjustment. Timekeepers will provide a copy of the approved SAR, which contains the time currently recorded in the T&L system. Employees will mark up the SAR to indicate requested adjustments. Employees are responsible for signing the annotated SAR, thus attesting to the accuracy of the requested correction. Employees must submit the corrected SAR to the timekeeper for further processing.

Confirming Adjustments (3)

When adjustments are completed and processed in the T&L system, the adjusted time will appear on the SAR for the pay period in which it is processed. Employees must sign the SAR that contains the corrected time for the prior period.

Approval of Prior Period Adjustments (J)

Prior period adjustments must be approved in accordance with the agency's policies as described in this management directive. These policies were established to ensure that adjustments are reported in a timely manner and to reduce the number of adjustments required to previously reported and approved time.

Other References (K)

The NRC's HRMS internal Web site contains information regarding guidelines for recording time, TRCs, and administrative activities. The following documents can be accessed from NRC's internal home page by clicking the link for the HRMS: Time & Labor Policy, Time Reporting Codes, and Administrative Activities.

Part IV
Timekeeper Responsibilities

Overview (A)

Timekeepers serve as the liaison between the employees and the NRC Payroll Services Team. Using the Human Resources Management System (HRMS) Time and Labor (T&L) system, employees record their time directly. Timekeepers play a critical role in ensuring that employees are paid for the hours they work and that the employees' leave balances are accurate. Timekeepers ensure that the employees' time is recorded each pay period; report adjustments and corrections for prior pay periods; identify new employees assigned to the T&L unit or remove transferred, departed, or retired employees; execute processes designed to detect errors for time recorded by employees in order to prepare reported time for approval; and file and maintain all hard copy documents that support time reported and approved.

Maintaining Documentation for T&L Units (B)

T&L Official Designations (1)

Timekeepers are responsible for maintaining a copy of the "Time and Labor Designation," NRC Form 696 (available on InForms), for each T&L unit and providing any changes to their payroll contact to update the T&L system. The office director must delegate approving official, timekeeper, and T&L coordinator authority in accordance with this directive. It is recommended that each T&L unit be assigned a primary and two alternate approving officials, timekeepers, and office T&L coordinators. Emergency delegations will be accepted on the last day of processing for a pay period via e-mail to the appropriate payroll contact; however,

Maintaining Documentation for T&L Units (B) (continued)

T&L Official Designations (1) (continued)

a “Time and Labor Designation” form must follow an emergency request.

Adding or Removing Employees From a T&L Unit (2)

When transfer employees are assigned to the T&L unit, the timekeeper in the receiving office must complete the “Time and Labor Unit Change,” NRC Form 697 (available on InForms), and submit the form to their payroll contact to update the T&L system. Any employees who were previously designated as timekeepers or approving officials will have their previous access removed each time they change T&L units. It is not assumed when employees are transferred from one T&L unit to the other that their access as a timekeeper or an approving official will remain; therefore, the “Time and Labor Designation” form must accompany the “Time and Labor Unit Change” form to designate appropriate access to the new unit.

Running the Employee Listing Report (3)

Timekeepers will run the “Employee Listing Report” (Exhibit 3) to confirm employees’ T&L unit assignments.

Submission of Employee Schedules (C)

NRC Form 707, “Hours of Work Request” (available on InForms), is used to identify employee work schedules. To ensure that proper edits are applied for time entry, the assignment of the work schedule must be accurately reflected in the T&L system. Timekeepers will assist employees, who must obtain work schedule approval from their supervisor and submit all NRC Form

Submission of Employee Schedules (C) (continued)

707s to their T&L coordinator when their work schedule is initially established and each time there is a work schedule change. The T&L coordinator will update the employees' workgroup assignment. Timekeepers will confirm workgroup assignments by generating the "Employee Listing Report" (Exhibit 3).

Assisting New Employees With Time Entry (D)

New Hires (1)

Timekeepers will provide employees with the "New Employee Orientation" package (Exhibit 4) and assist the new employee with questions related to recording time. Timekeepers will ensure that new employees are trained using the online tutorial.

Transfers (2)

For employees transferring to a different T&L unit, the receiving office's timekeeper is responsible for notifying payroll of T&L unit changes.

Monitoring Timeliness and Accuracy of Posted Hours (E)

Timekeepers are responsible for ensuring that employees' time has been accurately recorded and approved by 3 p.m. on the Monday following the end of a biweekly pay period, unless otherwise directed by payroll to accommodate a change in schedule, for example, the holidays.

Pay Period Processing (1)

To ensure that employees' time is accurately recorded and approved in accordance with NRC policy, timekeepers will

Monitoring Timeliness and Accuracy of Posted Hours (E) (continued)

Pay Period Processing (1) (continued)

develop internal procedures to address communication between their payroll contact, the T&L coordinator, approving officials, and employees. A suggestion on the steps necessary to ensure that pay period processing and closeout are coordinated is provided in the “Timekeeper Pay Period Closeout Guidelines” (Exhibit 5).

Establishing a Time Entry Deadline (2)

Timekeepers will discuss an acceptable time entry deadline with the approving official. Depending on the nature of work the staff performs and work schedules, this deadline could be as late as the Monday morning after the close of a pay period. When possible, however, all employees will enter their time no later than the close of business on the last Friday of the pay period. In some organizations where employees travel or work on weekends, the time entry deadline will be set no later than 10 a.m. on the Monday following the end of the pay period. (a)

Timekeepers will advise employees not to access or change time to the current pay period after the established time entry deadline. An employee accessing his or her time in the T&L system and resaving recorded time (with or without making changes) will result in time that is not subjected to system validation and that cannot be approved. If time is modified or resaved after the timekeeper initiates system validation processes, the timekeeper will be required to rerun the system processes in order to detect errors. The approving official cannot approve any employee’s time until it has been subjected to the system processes. Communicating and compliance with time entry deadlines will alleviate many frustrations that may result if time is subsequently changed after it is prepared for validation and approval. (b)

Monitoring Timeliness and Accuracy of Posted Hours (E) (continued)

Establishing a Time Entry Deadline (2) (continued)

Timekeepers, in consultation with the approving official, will also establish a time when employees may begin entering time for the new period, for example, Monday at 3 p.m. This course of action will establish a period when time is likely to have been already approved for the prior periods and the timekeeper is not executing batch processes. Entering time while processes are being run may cause the T&L system to terminate or lock out an employee before input time can be saved by the system. (c)

Entering Employee Time (F)

Timekeepers will not routinely enter time for employees. Employees will enter their own time because they are most knowledgeable about the time reported on the activities to which they are assigned. The T&L system allows for future reporting; therefore, employees on training or leave can enter time for days they will be absent from the office. CITRIX also provides access to the T&L system for employees who need access to report time from other locations. (1)

In extenuating circumstances, such as when employees are on unscheduled or extended leave, timekeepers are responsible for entering time for an employee. If the timekeeper enters an employee’s time, the employee will confirm his or her hours reported for the period by signing the SAR (Exhibit 1) upon his or her return to the office. (2)

Timekeepers must enter time for employees on extended leave without pay (LWOP) in accordance with the appropriate personnel action or leave request form (OPM 71; available on InForms). Timekeepers will notify their T&L coordinator of employees on

Entering Employee Time (F) (continued)

extended LWOP status in order for updates to be made to their workgroup assignment. (3)

Time entry instructions for employees on LWOP are provided on NRC's HRMS internal Web site. (4)

Validating Reported Time (G)

Executing Batch Processes (1)

Every evening, the T&L system executes processes designed to analyze and validate employees' time and labor entries. Examples of time validation include checking for the proper recording of total hours by day, week, and biweekly pay period; checking the correct recording of holiday and premium time; checking for invalid activity codes; and checking data against leave and other compensation rules. (a)

The Edit Time and Apply Rules batch processes must be executed whenever time is saved (whether changed or resaved without changes) in order for the new data to be analyzed. Time cannot be approved by the approving official until the processes are run and all errors are corrected. Once the processes are executed, the timekeeper is then capable of producing reports identifying potential areas where time entry by employees may need to be corrected. The system processes are automatically run every evening for the entire NRC. These processes may also be run by the timekeepers for individuals in their T&L unit(s) or the unit(s) as a whole. The following processes must be executed (1) when time is reported or changed or (2) if the employee inadvertently saves the time on the daily time panel but did not make a change to the reported time. (b)

Validating Reported Time (G) (continued)

Executing Batch Processes (1) (continued)

The Edit Time process must be completed successfully before the Apply Rules process can be run. These batch jobs must be run in order, consecutively. (c)

Every effort will be made to minimize the number of times these processes are executed. Before executing the batch processes, timekeepers will confirm that the pay period dates are correct. Timekeepers will not rerun processes for the entire unit if the time of only a few employees has changed. Timekeepers will also include all the employees, T&L units, or any combination of employees and T&L units in a single run of each process to minimize the number of instances being executed. If processing time exceeds these acceptable limits, timekeepers will be notified by the T&L system administrator. Running these processes is described in the Timekeeper Job Aid located on NRC's HRMS internal Web site. (d)

Reviewing the Error Messages Report and Resolving Errors (2)

Timekeepers are responsible for establishing procedures to ensure that employees' time is entered accurately before submitting information to the approving official for approval. (a)

The 2-week pay period begins on the Sunday of the first week and ends on the Saturday of the second week. Closeout of the pay period, for timekeeper purposes, occurs on the Monday following the end of the 2-week pay period. By 3 p.m. on that Monday, all time must be entered and approved by the employees' approving official. Exhibit 5 identifies the steps a timekeeper may take to complete the process at the close of the pay period. Job aids for error resolution and pay period calendars may be found on NRC's HRMS internal Web site. (b)

Coordinating Approval (H)

Summary Approval Report (SAR) (1)

The SAR lists the time the employee reported for the pay period by date, TRC, and activity. Timekeepers will not run the final report for employee approval until they have resolved all errors and confirmed that employee time is ready for approval.

Obtaining Signatures (2)

Timekeepers are responsible for obtaining employee signatures attesting to the accuracy of recorded time on the SAR. If an employee makes additional changes, the employee must notify the timekeeper, who will provide a revised SAR for signature. After the employee signs the SAR, it will be given to the approving official for signature and an electronic approval within the T&L system. (a)

The approving official signing the SAR will be the same employee approving the time in the T&L system, in most cases. The approving official who signs the SAR and/or performs the online certification must be a designated primary or alternate approving official. Under no circumstances will an employee approve his or her own time in the T&L system and/or on the SAR, nor will an employee approve time he or she has not been previously designated the authority to approve via the “Time and Labor Designation,” NRC Form 696. (b)

Assisting Approving Officials With Approval (3)

The SAR will be accompanied by all supporting documentation, including overtime approval forms (NRC Form 145s), credit hour plans/work (NRC Form 710s), leave request forms (OPM 71s), advanced leave request memorandums, jury duty/subpoenas for court leave, orders for military leave, and so on. Refer to the appropriate management directive (e.g., MDs 10.42, 10.46, and

Coordinating Approval (H) (continued)

Assisting Approving Officials With Approval (3) (continued)

10.62) regarding required approvals and additional documentation. Timekeepers will provide any warning messages to the approving officials as necessary.

Confirming Approval (4)

Timekeepers will confirm signatures on all SARs and supporting documentation. To ensure that all time was approved, timekeepers will run the Unapproved Time Report.

Prior Pay Period Adjustments (I)

There are two types of prior period adjustments: Normal adjustments adjust total hours or hours charged to a TRC and task-only adjustments adjust the distribution of hours for activities only. Normal adjustments affect employees’ pay or leave balances and fee billing and must be reported to T&L coordinators and payroll. Task-only adjustments affect hours charged between tasks, which may affect fee billing without modifying employees’ pay or leave balances and must be reported to T&L coordinators.

Coordinating Prior Period Adjustments (1)

Timekeepers will make adjustments to previously approved time as soon as possible and in accordance with the agency policy described in this management directive. This policy was established to ensure that adjustments are reported in a timely manner and to reduce the number of adjustments required to previously approved reported time. Timekeepers will print a copy of the approved SAR from the T&L system, the HRMS. The employee will then annotate corrections as needed. The employee

Prior Pay Period Adjustments (I) (continued)

Coordinating Prior Period Adjustments (1) (continued)

and the approving official will sign the corrected SAR. Timekeepers will submit all adjustments to the appropriate T&L coordinator and payroll as outlined in "Prior Period Adjustment Guidelines," Exhibit 6. (a)

When adjustments are completed and processed by payroll or the T&L coordinator, the adjusted time will appear on the SAR for the pay period in which it is processed. Timekeepers will confirm adjustments made by reviewing the SAR for the current period. If timekeepers are not able to confirm an adjustment for two pay periods, they will notify their Payroll Services Team contact for normal adjustments or their T&L coordinator for task-only adjustments. (b)

Filing and Retaining T&L Documents (2)

Timekeepers must retain the original signed SARs, copies of signed SARs for prior period adjustments, and all supporting documents (e.g., overtime request forms (NRC Form 145s), credit hour plans/work (NRC Form 710s), leave request forms (OPM 71s), advanced leave request forms, etc.) for a period of 6 years and 3 months. Data from the most recent year must be readily available in the timekeeper files for auditing purposes. T&L data require protection from disclosure, alteration, and loss. See NRC Announcement No. 82, "NRC's Privacy Act Systems of Records and Employee Responsibilities," dated December 16, 2002. (a)

The timekeeper will file any corrected SARs and related supporting documentation with the SAR containing the adjusted time. This period will be the current pay period, not the period that is adjusted. Timekeepers do not need to retain other T&L reports, such as the Error Messages Report or the Unapproved Time Report, unless otherwise specified. (b)

Part V
Approving Official Responsibilities

Overview (A)

Approving officials play a critical role in ensuring that time and labor (T&L) data are correct by reviewing and approving various documents and performing an online approval process within the T&L system. Approving officials are responsible for approving changes to employees' T&L units, approving employee work schedules and assigning work, approving requests such as leave, overtime, credit hours, and so on, approving the time and labor reported by employees, and approving prior period adjustments.

Approving Changes to T&L Units (B)

Approving officials are responsible for approving the NRC Form 697, "T&L Unit Change" (available on InForms), each time an employee is added to the T&L unit. NRC Form 697s are prepared by timekeepers. Approved NRC Form 697s will be returned to the appropriate timekeeper for further processing by payroll. (1)

Employees who were previously designated as timekeepers or approving officials will have their previous access removed each time they change T&L units. To redesignate access as a timekeeper or an approving official, the NRC Form 697 must be accompanied by a corresponding NRC Form 696, "T&L Designation" (available on InForms). (2)

Approving Employee Work Schedules and Assigning Work (C)

Approving officials are responsible for approving NRC Form 707, "Hours of Work Request" (available on InForms) when employees

Approving Employee Work Schedules and Assigning Work (C) (continued)

are added to the T&L unit and each time there is a change in an employee's work schedule. (However, the form is not required when employees temporarily change their CWS day off or their 8-hour workday for a single pay period.) Approved NRC Form 707s will be returned to the appropriate timekeeper for further processing by the T&L coordinator. (1)

Approving officials are also responsible for assigning work to employees on an ongoing basis and will assist employees in establishing new activity codes that may have to be submitted to T&L coordinators to update the employee time entry reporting profile. (2)

Approving Time and Labor (D)

Time and labor recorded for all NRC employees must be recorded and approved by 3 p.m. on the Monday following the end of a biweekly pay period, unless otherwise directed by payroll to accommodate a change in schedule, for example, the holidays. While employees are required to enter time accurately and timekeepers to perform procedures to ensure that the time recorded meets time and labor reporting rules, approving officials are responsible for reviewing the time entered and attesting to its accuracy by signing Summary Approval Reports (SARs) and performing online approval.

Approving the SAR (E)

SARs, with appropriate documentation such as forms authorizing premium hours, leave time, and credit hour plans/work, are given to approving officials by timekeepers for approval. Approving officials are responsible for ensuring that the appropriate documentation is available, hours and activities are correct, and the employee has signed the SAR. Once approved by the

Approving the SAR (E) (continued)

approving official, the signed SAR and supporting documents will be returned to the timekeeper.

Online Approval (F)

Approving officials are responsible for reviewing the time entered into the T&L system and verifying its accuracy by performing an online approval process. Employees whose time has been omitted or contains errors cannot be approved. The approving official must contact the timekeeper for resolution of these errors and or omissions. (1)

The T&L online tutorial provides approving officials with detailed procedures for approving time. Part II(B), "Navigation," of this handbook provides directions for accessing the tutorial. In addition, an Approving Official Job Aid is located on NRC's HRMS internal Web site. (2)

Approving Prior Period Adjustments (G)

Approving officials are required to approve all prior period adjustments. A marked-up SAR supporting a request for a prior period adjustment will be supplied to the approving official by the employee's timekeeper. If approved, the approving official will sign the SAR and return it to the timekeeper. (1)

If the prior period adjustment is made after 2 weeks, but within 6 weeks from the close of the pay period being adjusted, the approving official must prepare a memorandum to be submitted to payroll to justify the adjustment. For adjustments after 6 weeks from the close of the pay period, such a memorandum must be prepared by the office director or the regional administrator. Once adjustments are completed, the adjusted time will appear on the SAR for the pay period in which it is processed. (2)

Part VI
Time and Labor Coordinator Responsibilities

Overview (A)

Time and Labor (T&L) coordinators play a critical role in the T&L system by creating and managing the information within the T&L system, which allows employees to properly input daily time. T&L coordinators are responsible for creating and managing activities; creating and managing employee profiles; updating employee workgroup profiles; and loading, editing, and certifying time and labor data for fee billing and processing prior period adjustments.

Communicating Agency Policy and Procedures (B)

The Agency T&L Policy Coordinator (ATLPC), OCFO, formulates and provides agencywide policy and procedures for labor reporting. The ATLPC develops agency standards, provides resolutions, and monitors agency initiatives affecting labor reporting to ensure that policy and procedures are developed, maintained, and consistently applied throughout the agency. The ATLPC issues agency policy and decisions affecting the establishment of standard generic administrative activities and maintains the definitions and usage with input from management, the offices, budget, accounting, and the license fee staff. Also, the ATLPC is responsible for conducting periodic reviews of labor hours reported in the T&L system. Annually, the ATLPC facilitates the alignment of the Budget and Reporting (B&R)/T&L activity process and issues an annual B&R - T&L Integration Schedule.

Communicating Office Internal Policy and Procedures (C)

T&L coordinators serve as the focal contacts to communicate established agency policies and procedures for labor reporting and internal office policies on labor reporting to address management reporting needs beyond those required by the agency.

Creating and Managing Activities (D)

T&L coordinators are responsible for creating and managing the activities used by employees for entering time into the T&L system. T&L coordinators will establish a method for employees to communicate the need to create a new activity or to close to an existing activity.

Creating New Activity Codes (1)

T&L coordinators are responsible for (a) creating all new mission-related (non-administrative) activities within the Technical Assignment Control System (TACS) and (b) submitting all requests for new administrative activities to the ATLPC for approval.

Assigning Employees to Activities (2)

T&L coordinators are responsible for assigning activities to employees. In order for assigned activities to be displayed on an employee's daily time input screen, an employee's profile in the T&L system must be updated to include all assigned activities. The process for assigning an activity to an employee varies, depending on whether or not the employee is within a Regulatory Information Tracking System (RITS) or a non-RITS office. (a)

Creating and Managing Activities (D) (continued)

Assigning Employees to Activities (2) (continued)

For employees in a RITS office, T&L coordinators are responsible for assigning employees to activities in TACS or other related systems. Data in TACS are electronically loaded to the T&L system. T&L coordinators will determine that the activities have been properly updated to an employee's T&L profile. (b)

T&L coordinators are responsible for assigning non-RITS employees to activities within the T&L system. (c)

Assisting Employees With Activities (3)

T&L coordinators are responsible for assisting an employee who has questions on reporting time to a specific activity or who has errors in his or her list of activities appearing in the T&L daily time entry panel.

Closing Activity Codes (4)

T&L coordinators are responsible for the proper closing of activity codes no longer in use. This responsibility may require periodic reviews of established activities and communication with staff to confirm the status of open activities.

Creating and Managing Employee Profiles (E)

T&L coordinators are responsible for ensuring that profiles are established for new employees upon reporting to the organization. For employees who transfer between offices, the T&L coordinator in the receiving office is responsible for modifying an employee's profile. (1)

Creating and Managing Employee Profiles (E) (continued)

To create or modify an employee's profile, T&L coordinators will follow the procedures contained in the T&L Coordinators' Job Aid contained on NRC's HRMS internal Web site. (2)

Updating Employee Workgroup Profiles (F)

Upon receiving e-mail notification from the T&L system administrator confirming a new employee's access to the T&L system, the T&L coordinator will immediately verify that the workgroup the employee is assigned to is correct. T&L coordinators are responsible for updating and verifying changes made to work schedules and workgroup assignments during the current pay period and maintaining the original signed copies of NRC Form 707, "Hours of Work Request" (available on InForms).

Loading, Editing, and Certifying T&L Data for Fee Billing (G)

T&L coordinators are responsible for loading, editing, and certifying T&L data to OCFO's License Fee Team in accordance with the policies and procedures described in Management Directive 4.6, "License Fee Management Program."

Processing Prior Period Adjustments (H)

T&L coordinators are responsible for making task-only prior period adjustments on the T&L system. Task-only adjustments adjust hours between recorded tasks. Payroll makes all adjustments modifying and updating earnings and labor distribution in the payroll system. T&L coordinators will receive a copy of all Summary Approval Reports that are submitted to and adjusted by payroll. Task-only adjustments and adjustments made by payroll may also affect billings to licensees. T&L coordinators are

Processing Prior Period Adjustments (H) (continued)

responsible for reporting all such adjustments to the appropriate OCFO License Fee Team contact if the T&L coordinator has previously submitted certified data for billing purposes. (1)

T&L coordinators are responsible for maintaining supporting documentation for 6 years and 3 months. Data from the most recent year must be readily available in the T&L coordinator's files for auditing purposes. (2)

Glossary

Activity Codes. NRC codes used to specify the type of work employees perform that are mission- or non-mission related. For example, general administration, management supervision, secretarial or clerical, financial management, or licensing and inspection activities.

Apply Rules. Applies daily, weekly, pay period, workgroup, and task group rules related to holiday, absence and compensation rules, and the reported time.

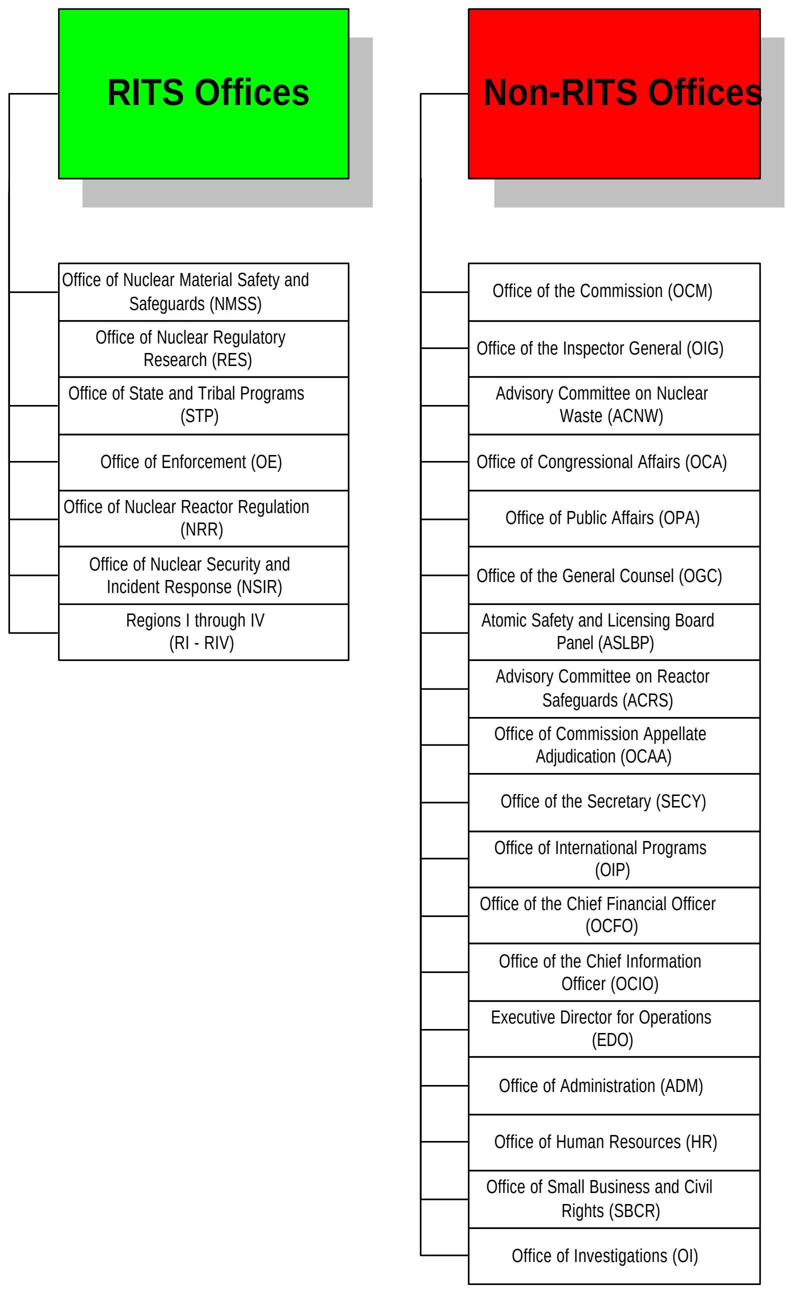
Edit Time. Ensures that the employee time records contain the latest information prior to approval and updating payroll.

Normal Adjustments. Prior period time correcting the total hours or the hours an employee charged to a time reporting code. These adjustments modify an employee's pay or leave balances.

Regulatory Information Tracking System (RITS). Term used in the context of this management directive and handbook to describe those offices utilizing those subsystems of RITS for resource or project scheduling and management purposes. This term is used to also broadly categorize those offices using components of the Reactor Program System (RPS) for scheduling and managing projects and activities. Offices considered "RITS offices" create activities and assign activities to employees in the RITS Technical Assignment Control (TAC) subsystem, the RPS Inspection Planning (IP) subsystem, or the RPS Time, Resource, and Inventory Management (TRIM) subsystem. As activities are created and assigned in these project management systems, the activities and the assignment of those activities are dynamically interfaced with the T&L system for employees to record expended hours on the activities and to build a list of assigned activities (profiles)

Glossary (continued)

on the daily time entry panels for data entry for the employee's convenience in reporting. Offices not considered "RITS offices" are referred to as "non-RITS offices."



Glossary (continued)

Summary Approval Report (SAR). A T&L system report listing an employee's time information for each pay period by date and activity. Timekeepers generate this report based on hours worked information recorded by employees' T&L system entries. The employee and the approving official must sign the SAR to attest to its accuracy.

Task-Only Adjustments. Prior period time is adjusted to correct hours reported to an activity. These adjustments do not modify an employee's pay or leave balances; however, adjusting hours for activities may impact fee billing, cost and management reporting, or correct time erroneously reported for an activity.

Time and Labor (T&L) Profile. A predefined list of activities assigned to an employee or a group of employees. When assigned, the list appears on the employee's daily time entry panels for recording time spent on the activity(ies).

Time and Labor (T&L) System. A subsystem of the Human Resources Management System used to capture time and attendance as well as labor reporting data. The software is NRC's records of employee hours in duty and absence each pay period. NRC uses the data for employee compensation (payroll), billing NRC licensees, budget formulation and execution, cost and financial management, resource and project management, and for other management reporting purposes.

Time Reporting Codes (TRCs). Codes specifying the types of hours an employee charges within the T&L system to identify compensation categories or leave categories. Examples include regular, overtime, holiday, annual leave, sick leave, credit hours, or compensatory time.

Glossary (continued)

Unapproved Time Report. A report by T&L unit displaying time that has not been approved.

Workgroup. A group of employees who share similar type of work schedules, pay, and compensation rule characteristics.

Exhibit 1
Summary Approval Report (SAR)

Report ID: NC_TL010

U.S. Nuclear Regulatory Commission
SUMMARY APPROVAL REPORT

Page No.:
Run Date: 10/14/2002
Run Time: 18:16:20

Pay Period: 22
Period Process Date: 10/19/2002
T & A Unit Static Group: U3542

Employee Name/ID Date Under Rpt	Rptd Hrs By Day	Time Appr	Adj Type	Time Rpt Code	Rptd Hrs By TRC	Task Description			Rptd Hrs By Task
Doe,Jane S / 1234									
10/06/2002	0.00	N		REG	0.00				
10/07/2002	9.00	N		REG	9.00	T00005 - PAYROLL & LABOR SYSTEM MAINTENANCE-532168-N			9.00
10/08/2002	9.00	N		REG	9.00	T00005 - PAYROLL & LABOR SYSTEM MAINTENANCE-532168-N			9.00
10/09/2002	9.00	N		COMPU	0.50	Z02210 - COMP TIME USED-9A2-N	NA	NA	0.50
				REG	8.50	T00005 - PAYROLL & LABOR SYSTEM			8.50
10/10/2002	9.00	N		COMPU	1.00	Z02210 - COMP TIME USED-9A2-N	NA	NA	1.00
				REG	8.00	T00005 - PAYROLL & LABOR SYSTEM			8.00
10/11/2002	8.00	N		REG	8.00	T00005 - PAYROLL & LABOR SYSTEM MAINTENANCE-532168-N			8.00
10/12/2002	0.00	N		REG	0.00				
10/13/2002	0.00	N		REG	0.00				
10/14/2002	9.00	N		HOL	9.00	Z02440 -HOLIDAY-9A2-N	NA	NA	9.00
10/15/2002	9.00	N		REG	9.00	T00005 -PAYROLL & LABOR SYSTEM MAINTENANCE-532168-N			9.00
10/16/2002	9.00	N		REG	9.00	T00005 -PAYROLL & LABOR SYSTEM MAINTENANCE-532168-N			9.00
10/17/2002	9.00	N		REG	9.00	T00005 -PAYROLL & LABOR SYSTEM MAINTENANCE-532168-N			9.00
10/18/2002	0.00	N		REG	0.00				
10/19/2002	0.00	N		REG	0.00				
Total Current Hours	80.00				80.00				80.00

Summary of Reported Hours by Task

T00005	-PAYROLL & LABOR SYSTEM MAINTENANCE-532168-N			69.50
Z02210	-COMP TIME USED-9A2-N	NA	NA	1.50
Z02440	-HOLIDAY-9A2-N	NA	NA	9.00
				80.00

Summary of Reported Hours

COMPU	1.50
HOL	9.00
REG	69.50
	80.00

Additional Hours Earned

0.00

Summary of Adjusted Hours

0.00

Leave Balances (does not include current pay period)

Annual	142.00
Comp Time	7.50
Sick	341.30

By signing on this form, I certify the time allocations reported this period are complete and accurate for payroll, labor reporting and fee assessment.

Employee Signature ______________________ Date ______________________

Approving Official Signature ______________________ Date ______________________

Exhibit 2
HRMS Time Increments

Minutes	Hour
15	.25
30	.50
45	.75
60	1

Exhibit 3
Employee Listing Report

U.S. Nuclear Regulatory Commission
EMPLOYEE LISTING

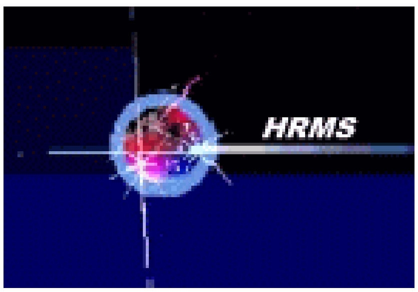
Report ID: NC_TL015

Page No.: 1
Run Date: 10/14/2002
Run Time: 18:36:48

Selection Criteria: T & A Unit U2200
Sort Order by: Name

Active/ Employee	ID/Name	Inactive	T & A Unit	DeptID	Workgroup	TaskGroup	Task Profile	PS Operator ID	Primary Security Class
1999	Doe,Jamie D	A	U0011	9999	PERMFTCWS9	N0011	NRC-S	JDD9	TIMEKPT
2999	Poppins,Mary R	A	U0011	9999	PERMFTCWS9	N0011	NRC	MRP9	EMPL
3999	Nimble,Jack S	A	U0011	9999	PERMPT	N0011	NRC	JSN9	EMPL
4999	Fudge,Michael J	A	U0011	9999	PERMFTCWS9	N0011	NRC-M	MJF9	APPRVOFF

Exhibit 4
New Employee Orientation



Welcome to the Nuclear Regulatory Commission. You are receiving information about the Human Resources Management System (HRMS) Time and Labor (T&L) system. T&L is used by all NRC employees to record their daily time and hours reported to their assigned activities on a daily basis. This information is used for management reporting and most importantly for employee compensation. The enclosed information will assist you as you begin using the T&L system.

T&L Training

New employees will review the T&L Online Tutorial before entering time in the T&L system. Most questions you may have about the mechanics for entering time in the T&L system will be answered in the exercises in the online tutorial. To locate the tutorial, click on Agency Wide folder, then click on HRMS, then HRMS Tutorial.

Establishing a T&L Profile

Contact your immediate supervisor to obtain a list of activity codes for your work assignments. When the list of activities is obtained, contact your office T&L coordinator and he or she will assist you in establishing a profile in the T&L system that preprints your activities on a daily basis.

Exhibit 4 (continued)

T&L Report Daily Icon - Installation

If you do not have the Report Daily Time icon on your desktop or it is not displaying the sign-on screen when you double click, contact the customer support center at 301-415-1234. A technician will assist you.

T&L Operator IDs/Passwords

Within 3 days of arriving at the NRC you will obtain a LAN (local area network) ID. You will be contacted by the T&L system administrator who will provide you with an operator ID and password. If you have not obtained access to the T&L within 3 days of your arrival, please contact the T&L Help Desk on 301-415-1234, Option 3.

Entering Time

You may use the Time Entry Job Aid to assist you in entering your time. If you do not have a preprinted time entry panel that lists your assigned activities, contact your T&L coordinator. You will need to enter each activity manually until your profile has been assigned.

Enter your time daily. Your timekeeper will notify you of the time entry deadline for each pay period. The time reported must be complete and accurate. If you have questions on reporting time, contact your timekeeper for assistance. The timekeeper may be able to answer your questions or direct you to the appropriate individual for assistance.

Other Information

You may browse the HRMS Web site to obtain job aids and additional information at http://www.internal.nrc.gov/OCFO. Click on “HRMS.”

Exhibit 5

Timekeeper Pay Period Closeout Guidelines

The 2-week pay period begins on the Sunday of the first week and ends on the Saturday of the second week. Closeout of the pay period, for timekeeper purposes, occurs on the Monday following the end of the 2-week pay period. By 3 p.m. on that Monday, all time must be entered and approved by each employee's approving official. A pay period calendar for each calendar year is listed on the NRC's HRMS internal Web site.

This guideline does not provide a detailed, step-by-step approach for the review and approval of employee time. It does, however, provide a general outline that will make the process more orderly and efficient. Guidelines will be modified to meet the specific needs and circumstances of the office.

1. Each day - Timekeepers and management will encourage employees to enter their time daily. Daily input will improve the accuracy of the time reported and the pay period closeout procedures.

2. Friday of the first week of a pay period - Timekeepers run and print the Unapproved Time Report and review the report to identify employees who have not entered time for the first week. Timekeepers will remind employees to enter time for the week. Timekeepers run and print the Error Messages Report and review it to identify employee errors for those who have entered time. The report is marked up and provided to employees to correct errors. A listing of the most common error messages and proposed solutions can be found in Error Messages Job Aid.

3. Friday of the second week of a pay period - Timekeepers run and print the Unapproved Time Report and review it to identify employees with missing time for the 2-week period. Timekeepers remind employees to enter their time for the pay period. Timekeepers will enter time for those employees absent from the office in accordance with their prior instructions. Timekeepers run and print the Error Messages Report and review it to identify employee errors. The report is marked up and provided to employees so that employees can correct errors.

Exhibit 5 (continued)

4. Monday morning after the pay period ends - From the Self Service for Managers menu in the T&L system, timekeepers click on the Approve Time option and check for "!" and "R" error indicators on the Approve Time Panel, and then click on View Omitted Employees. If employees have an "!" or an "R" and/or employees are omitted, timekeepers will run the Error Messages and the Summary Approval Reports. Timekeepers will review the reports to identify errors. The reports are then marked up and provided to employees who must correct errors.

   Once errors are corrected, the timekeeper runs the Edit Time and Apply Rules processes for only those employees.

5. Monday mid-afternoon after the pay period ends - By mid-afternoon, all errors will have been resolved and all employees' times will have been entered. The Edit Time and Apply Rules processes will have been run for those employees with corrected time entries.

   From the Self Service for Managers option within the T&L system, timekeepers will click on the Approve Time Option and check to ensure no employees are on the View Omitted Employees list. If there are, recheck for time entry errors as described above. After all errors have been corrected and all employees are ready for approval, the timekeepers run the Summary Approval Report and provide the report to employees and the approving official to review and sign. The approving officials also approve employee time in the T&L system. Timekeepers must retain the signed Summary Approval Report as a permanent record.

6. Monday late-afternoon - If any changes were made to the time reported as a result of the approving official's review, rerun the Edit Time and Apply Rules processes and rerun the Summary Approval Report for those individuals only. The new SAR must be signed by the employee and the approving official and retained by the timekeeper. After the approving official has approved employees' times, timekeepers will confirm approval of all employees by running the Unapproved Time Report.

Exhibit 5 (continued)

By 3 p.m. on the Monday following the end of a pay period, all employees' time will have been correctly entered by employees, approved by the Approving Official, and supported by appropriate documentation maintained by the timekeeper.

Exhibit 6
Prior Period Adjustment Guidelines

Submitting Normal Adjustments to Payroll

All adjustments that affect changing Time Reporting Codes (TRCs) or hours charged to a TRC will be submitted to payroll as follows:

Step 1: Print the Summary Approval Report (SAR) for the pay period that is to be corrected.

Step 2: Annotate your corrections needed on the SAR. Be sure to include the activities associated with the hours reported. Do not use your file copy of the SAR as the report may not contain the latest information in the T&L system.

Step 3: Obtain an employee and certifying official signature on the corrected SAR.

For adjustments covering more than 2 weeks, follow additional instructions in the prior period adjustment policy.

Step 4: Retain a copy of the corrected SAR in your files in the pay period that the correction is submitted to payroll. Submit the original signed copy to your payroll contact and a copy to your T&L coordinator.

All adjustments (task-only adjustments) that affect changing the time charged to an activity, and not the total hours charged to the TRC, will be submitted to your T&L coordinator as follows:

Submitting Task-Only Adjustments to T&L Coordinators

Step 5: Follow steps 1 - 3 above.

Step 6: Retain a copy of the corrected SAR in your files in the pay period that the correction is submitted to your T&L coordinator. Submit the original signed copy to your T&L coordinator.

Exhibit 6 (continued)

Confirming Adjustments

When adjustments are completed, the adjusted time will appear on the SAR for the pay period in which it is processed. For example, in pay period two, a timekeeper forwards to payroll a correction for pay period one; the corrected time will appear on the pay period two SAR. Timekeepers will confirm adjustments made by reviewing the SAR for the current period. If for two pay periods you are not able to confirm the adjustment, notify your payroll contact for normal adjustments or your T&L coordinator for task-only adjustments.

Filing T&L Documents

The corrected SAR will be filed with the SAR containing the printed adjusted time. This SAR will often be the current pay period, not the period that is adjusted. Any supporting documentation will accompany the corrected SAR. Timekeepers do not need to retain other T&L reports such as the Error Messages Report or the Unapproved Time Report unless otherwise specified.